

**ALTERNATIVES TO ABORTION
PRE-BID CONFERENCE
QUESTIONS & ANSWERS
JUNE 2, 2004**

1. Is there a possibility that the Governor will veto this money?

The amount appropriated for the fiscal year 2005 is \$570,000.

Cover page

2. What received time is accepted if the bid is delivered by UPS or Fed Ex, the time documented by UPS/Fed Ex or the time documented by Department of Health and Senior Services (Department)?

The date/time stamped on the document by the Department is the official receipt date/time.

3. Can bidders receive partial funding?

Part 4.9.1.1A states “The Department reserves the right to award partial awards.”

Part 1 General Information

4. When will Title V funding be available?

The Department anticipates that any available Title V funding would be known by the end of January 2005.

5. Will the additional Title V funding end June 30, 2005?

Any Title V funding used for the FY05 Alternatives to Abortion contract will be available through June 30, 2005.

Part 2 Performance Requirements

6. Are bidders required to provide all services described?

Part 2.2.2.3 states, “The Contractor shall assure that each client shall be provided case management which links the client with needed services regardless of payment source for the services.”

Part 2.4.3 states, “The Contractor may provide all or selected services allowed pursuant to this contract (see Part 2.5), or have a referral system that ensures the provision of the services identified in the client-centered IPCP.”

7. Can the Department consider expanding the qualifications for case managers to include related degrees?

Part 2.2.1.1 A and B provide the qualifications for professional and non-professional case management.

8. Can you provide clarification on face-to-face encounters?

A face-to-face encounter is an appointment with the client for the purpose of case management, assessment, referral and follow-up.

A non face-to-face encounter includes telephone contact or contact via letter with the client for the purpose of case management, assessment, referral and follow-up. A non face-to-face encounter can also include telephone calls made on behalf of the client.

9. Can case management experience acquired during an internship be counted for experience for case managers?

No. Internship is considered part of the educational requirement and cannot replace actual work experience.

10. Part 2.3.2.2, Initial Client Assessment, can the requirement for completion of the Initial Client Assessment be changed to “as soon as possible” instead of 24 hours?

No. Part 2.3.2.2 states “ The Contractor shall assure the case manager completes the Initial Client Assessment within 24 hours of completion of the Individual Risk and Needs Assessment Form.”

11. Part 2.2.3, Can the timeframe for completion of the Six-Month Client Satisfaction evaluation be changed to accommodate those women who cannot be located at six months?

The Six-Month Client Satisfaction Survey is to be completed six months after admission to the program. In the event the client cannot be found at that time, the survey can be completed at the next client contact. Agency documentation should support the cause for delay.

12. In regard to Parts 2.5.1.8 and 2.5.1.9, housing and utilities, can a contractor that provides residential services be reimbursed for housing and utilities?

Part 2.7.1 states, “The Department shall in all cases be used as “payer of last resort” which means that payment under this contract may be available only after the Contractor has demonstrated that all other payment sources including, but not limited to, insurance coverage and/or governmental assistance programs, have been exhausted. Documentation of such shall be maintained in the client files to be available for contract monitoring purposes.”

Part 2.1.2 states, “No funds shall be used for administrative expenses. Administrative expenses are defined as any administrative budget category that cannot be traced to the direct delivery of services provided pursuant to this IFB, including but not limited to, indirect salaries, supplies, rent, utilities and other overhead costs.”

The bidder should complete Appendix M, Unit Price Bid Page for case management services and any additional services to be provided directly by the bidder.

Part 4 Bid Submission Requirements

13. What format is required for the bid submission?

Please see Parts 4.5 – 4.8.

14. Should the bid submission include narratives?

See Part 4.2.6, “The bid shall not exceed fifteen (15) pages in length.

15. Are Appendices counted in the 15 page total?

See Part 4.2.6, “If an appendix is not copied from the IFB or specifically required by the IFB it will be counted in the total number of pages allowed.”

16. Do letters of support help in the bid process?

Letters of support will not affect the scoring process.

17. Is it up to the bidder to define the terms “unit cost” and “encounter”?

See Appendix M, Unit Price Bid Page. Case management services and housing costs have specific fixed unit prices. The bidder should complete the Unit Price Bid Page for other services. See Part 2, question 8 regarding encounter.

18. Can the cost of home visits be directly related to distance traveled?

Refer to Appendix M, Unit Price Bid Page. The fixed unit cost is set for Professional Case Management-Home Visit and Non-Professional Case Management-Home Visit.

19. Can services provided through a residential service facility be billed individually?

The bidder should complete Appendix M, Unit Price Bid Page for case management services and any additional services to be provided directly by the bidder.

Appendices

20. Should the Client Outcome Survey be completed only for services completed or accessed by the client or should the survey be completed in its entirety?

See the instructions on Appendix B, Client Outcomes Survey.

21. If a client receives services but not directly from the contractor, would you include the information on the Client Outcomes Survey?

Yes. See the instructions on Appendix B, Client Outcomes Survey.

22. What is the name of the form listed as Appendix C?

The name of the form listed as Appendix C is Individual Risk and Needs Assessment Form.

23. Does a negative response on number 2, “I am seeking these services instead of seeking an abortion,” mean the client is ineligible?

No. See Part 1.1.1, “The purpose of this Invitation for Bid (IFB) is to fund alternatives to abortion services . . . for Missouri residents who are at any stage of pregnancy; are at or below 200% of Federal Poverty Level; and are seeking these services instead of having an abortion.”

24. For how long can services be reimbursed after delivery?

See Part 2.1.1 “ For the purpose of funding alternatives to abortion services for women at or below 200% of federal poverty level consisting of services or counseling offered to a pregnant women and continuing for one year thereafter to assist her in carrying her unborn child to term instead of having an abortion.”

25. Can the wording of number 2 on Appendix C be changed to read, “I have thought of having an abortion?”

See response to the above question 23.

26. Should the Personal Health Section of the Initial Client Assessment (Appendix D) be completed by a medical doctor?

The Initial Client Assessment is to be completed by the case manager (Part 2.3.2.2).

27. Should the social security number be included on the Initial Client Assessment?

Yes.

28. Must clients sign an authorization for information to be given to the Department?

No. See Part 3.28, Business Associate Provisions.

29. Is the Individualized Pregnancy Continuation Plan (Appendix E) submitted to the Department?

No. However it is part of your records and is subject to audit.

30. Is there a program online to submit invoices?

No.

31. Can the invoice be handwritten?

Yes.

32. Does information we fax you go to someone in the program?

Faxed information is received directly within the unit and delivered directly to the program manager.

33. Is the invoice to be completed for businesses to which clients are referred to or from which clients receive services?

See Part 2.7.7, "The Contractor shall invoice according to the approved contract rates submitted by the Contractor with the bid."

Other questions:

34. When will amendments be posted on Web?

Any contract amendments, resulting from the pre-bid conference, will be posted to the DHSS website on or before June 8, 2004.

35. When will contracts be awarded?

The contracts will be awarded on or before July 1, 2004.

36. Will we be notified if we don't receive an award?

All bidders will be notified, by the Department, if receiving or not receiving an award.

37. Will bidders compete with other bidders in the same service area?

See Part 4.9.1.3, "If there are multiple qualifying bidders, funding shall be allocated to a minimum of two bidders."

38. Is there an age limit regarding program participation?

See Part 1.1.1 "... any stage of pregnancy, at or below 200% of federal poverty level and are seeking these services instead of an abortion."

39. Has funding been awarded to a health clinic before?

Funding can be awarded to any bidder that can meet the requirements set forth in the IFB.

40. Do agencies need to provide all of the services?

See Part 2.2.1, "The Contractor shall provide a coordinated and comprehensive service system that creates a continuum of care based on the individual needs of the client and child required to maintain the pregnancy and continuing for one year thereafter. The Contractor shall provide case management for all clients." Contractor may also at their discretion provide services listed in section 2.5.

41. Who will evaluate the Alternatives to Abortion bid proposals?

The evaluation team will be composed of Department staff.

42. Are you allowed to discuss birth control with the program participants?

See Part 2.1.1 "Such services shall be available only during pregnancy and continuing for one year thereafter, and shall exclude any family planning services."

43. If the Department does not fund a bidder's proposal, can it be funded if Title V funds become available?

See Part 1.2.2, "Federal Title V Funds may be available to fund this program. If funds become available, they may be awarded to bidders who initially received a

partial award or those receiving no award but were eligible to receive an award at the time contracts were awarded.

44. Do participants have to be referred by a state entity, or can they be self-referred or recruited?

Assuring appropriate referrals is the responsibility of the Contractor. See Part 2.1.8 “The State of Missouri cannot guarantee referrals for services nor any minimum use of contractor services.”

45. Can the bid be for less than the actual cost of providing a service?

Part 2.5.6 states “The Contractor may determine an allowable rate per unit of each service required which is lower than the actual cost in order to maximize the use of funding through the awarded contract.”